Children Heard and Seen

Risk Management Policy

Introduction

This document sets out the governance structures in place to ensure that risks are managed and escalated appropriately. Good risk management awareness and practice at all levels is a critical success factor for Children Heard and Seen. Decisions will be made with consideration to effective management of risks.

Aims

The aim of this Risk Management Policy and Procedure is to provide a supportive risk management framework that ensures:

- integration of risk management into activities across the organisation
- policy making, planning and decision making processes.
- chances of adverse incidents, risks and complaints are minimised.
- effective identification, prioritisation, treatment, and management
- a risk management framework is maintained, which provides assurance to the Trustees.
- that strategic and operational risks are being managed
- risk management is an integral part of Children Heard and Seen culture.
- encourages learning from incident.
- risk associated with the health, safety & wellbeing of staff, fraud, project and programme management and information security are minimised.
- employees, reputation, finances, and business continuity are protected through the process of risk identification, assessment, control, and mitigation.

This policy represents a dynamic approach to the management of all risks.

Statement of Intent

The Trustees intend to use the risk management processes outlined within this policy and procedure as a means to help achieve the aims as set out in the organisational strategy. All identified risks will be required to:

- be recorded with a core minimum amount of information.
- be assessed on the likelihood of the risk being realised and the level of impact should the risk be realised.
- have an identified risk owner and treatment.

Who this Policy Applies to

This policy and procedure is intended for use by all Trustees, staff, volunteers and any other person who undertakes work on behalf of the charity, including contractors, secondees and consultants. The policy will be shared with all those mentioned above and will be available on the shared drive.

This document is applicable to all strategic and operational risks that Children Heard and Seen could be exposed to.

Training and Support

To support the implementation and embedding of this risk management policy and procedure Children Heard and Seen will ensure.

- all employees are provided with training and tools specific to their role and ensure they can work in a safe manner.
- new employees are provided with induction training.
- employees and other workers have the knowledge, skills, support, and access to expert advice necessary to implement the policies, procedures and guidance associated with this policy.

Roles and responsibilities

Children Heard and Seen will undertake an ongoing robust assessment of risks and escalate risk.
It is the responsibility of all staff to maintain risk awareness, identifying and reporting risks as appropriate to their line manager and/or the Chair of Trustees

Role Responsibility

The CEO is the responsible point of contact for an identified risk, who coordinates:

- efforts to mitigate and manage the risk.
- Risks being identified, assessed, managed, and monitored.
- Risks are clearly articulated in risk registers.
- Controls and treatment plans are in place to mitigate the risk.

Board of Trustees
Trustees share responsibility for the success of the organisation including the effective management of risk and compliance with relevant legislation. In relation to risk management the Board is responsible for:

- articulating the charity's objectives and success measures.
- protecting the reputation of the charity.
- providing leadership on the management of risk.
- determining the risk appetite for the organisation.
- ensuring the approach to risk management is consistently applied.
- ensuring that assurances demonstrate that risk has been identified, assessed and all reasonable steps taken to manage it effectively and appropriately.

Audit and Risk

The Chair of Trustees responsible on behalf of the Board of Trustees for reviewing the adequacy and effectiveness of:

- management of all risks
- risk related documents, policies and procedures
- review on a regular basis the strategic risks, risk management considerations and recommend any appropriate actions to the Board of Trustees
- escalate to the Board any matters of significance which require Board attention or
- approval

Role Responsibility

Chief Executive Officer

Responsible for:

- ensuring those with management responsibilities fulfil their responsibilities for risk management.
- ensuring that full support and commitment is provided and maintained in every activity relating to risk management.
- planning for adequate staffing, finances, and other resources, to ensure the management of those risks which may have an adverse impact on the staff, finances or stakeholders
- ensuring an appropriate risk register is prepared and regularly updated and receives appropriate consideration.
- ensuring that the governance statement, included in the annual reports and accounts, appropriately reflects the risk management processes.
- on a quarterly basis undertake a review of the strategic and operational risk register

All Staff Responsible for:

- participating (as appropriate) in the identification, assessment, planning and
- management of threats and opportunities.
- ensuring that they familiarise themselves and comply with the policies and
- procedures of the charity.
- undertaking and/or attending mandatory and other relevant training courses.
- Report and escalate any concerns about risk to their line manager.

Risk Register

Risk	Risk Owner	Mitigation	Impact Score	Likelihood	Actions
Allegation of harm to a child including sexual abuse					
Loss of life of beneficiary					
Serious Injury to a beneficiary					
Negative public reporting by beneficiary					
Negative public reporting by beneficiary					
Negative public reporting by stakeholder					
Adverse press interest					
Data Breach					
ICO Fine					
RIDDOR breach					
Cyber Attack					
Loss of funding					
Insufficient staff resource					
Late delivery of intended outcomes to funder					
Negative public reporting by former staff member					
Staff complaint of bullying or harassment					

Impact Score

1.Insignificant
2.Minor
3.Moderate
4.Major
5.Catastrophic

Last reviewed 6th September 2024